

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on August 18, 2011 at 6:00 p.m. at the Brown County Wrightstown Branch Library, 615 Main Street, Wrightstown, WI

**PRESENT:** TERRY WATERMOLEN, DON CARMICHAEL, CHRIS FROELICH, MONICA GOLOMSKI, JOHN HICKEY, PAUL KEGEL, KATHY PLETCHER and VICKY VAN VONDEREN

**EXCUSED:** CARLA BUBOLTZ

**ALSO PRESENT:** Lynn Stainbrook, Lynn Hoffman, Sue Lagerman and Penny Barta (staff);

President Terry Watermolen called the meeting to order at 6:00 p.m.

### APPROVE/MODIFY AGENDA

Since there were not any open positions that need to be approved, it was recommended to strike item #10 from the agenda. Motion by Kegel, seconded by Golomski, to modify the agenda. Motion carried.

### MINUTES, BILLS AND COMMUNICATIONS

There were no modifications to the minutes and they stand approved.

Lynn Stainbrook reported that the bills did not contain any out of the ordinary expenses.

No communications were received. Lynn commented that Library Morning at the Fair brought in over 1500 people.

### OPEN FORUM FOR THE PUBLIC

No members of the public were present. Penny Barta, Wrightstown branch coordinator, reported on the Duck Drop library fundraiser that will take place during Festival on the Fox. Ducks are 1 for \$5 or 5 for \$20. The ducks are released into and float down the river to the finish line. The owner of the duck who finishes the race first wins \$500. About 300 ducks have been sold so far and it is expected that an additional 300 will be sold. Last year, this event raised about \$2000. The other major fundraiser held for the branch is the wine tasting event. The community shows great support for the library. Penny also reported that the Summer Reading Program was a success. Lynn Stainbrook commented that Penny does a great job managing the branch.

*Penny Barta left the meeting at 6:15 p.m.*

### INFORMATION SERVICES REPORT ON SERVICE RECEIVED

Lynn Stainbrook reported that there was nothing to add to the written report but briefly noted that the upgrade to the new release of automation system is scheduled for next week. Staff will be granted temporary administrative rights for the day to assist in making the upgrade as seamless as possible. Monica reported that Anne Mead commented to her on how hard Kevin Raye and Sarah Evers (I.S. staff) are working for the library.

### FACILITIES REPORT

#### **a. Report of Central Library Renovation Task Force (Kathy Pletcher and John Hickey)**

Kathy and John met with Bill Dowell last week and talked about process in moving this project forward. They also met with Sommerville (architects in pre-design) and Dave Sachs (Boldt) to discuss value engineering -determining where costs could be reduced without jeopardizing the project. Many ideas were discussed with Bill including contract managers, sub-contractors and the goal of hiring locally. A meeting with Dave regarding value engineering is scheduled for Monday. John commented that they will continue to work with local leaders – keeping them informed, gathering ideas and addressing their questions.

The project's goals have been clearly defined and everyone agrees this is a really good and worthwhile project. The energy audit formerly conducted identified smaller issues which have been addressed. Any improvements made now are part of the master plan. Efforts are not being duplicated.

The 2012 County budget includes bonding of \$1.9M in the Capital Improvements Plan for replacement of the elevators and for engineering specifics. The County Board can approve the plan with majority vote but the bonding has to be approved by a 2/3 vote. A final architectural plan is needed; engineering specs need to be completed and a timeline needs to be determined. Momentum is being built which will benefit a PR campaign. Kathy also suggested that the library's strategic plan be updated and extended. This can help educate about the roles of libraries in the future. It is also important to remember that the Board is committed to the branch libraries and improvements are being made that address their needs and issues.

#### **b. Solar Energy Projects**

Installation of the solar panels at the Kress Family Branch will begin September 30. Trenching and installation of the poles has been completed at the Weyers-Hilliard Branch. Their tracking solar panels should be installed next week.

#### **c. Approve bids for bathroom renovations**

Due to timing of the seasons and the need to finish the project before the weather turns cold, both Ed & Rec and the County Board approved the bids received from Milbach Construction Services for bathroom remodels at the Southwest Branch (\$42,800) and Ashwaubenon Branch (\$43,000). Work should be finished by early November. Motion by Kegel, seconded by Froelich, to approve the bids for bathroom renovations at the Ashwaubenon and Southwest Branches as presented. Motion carried.

#### **d. Approve bid for skylight**

Ed & Rec and the County Board approved \$300,000 for the skylight replacement project at the Central Library. Zeise Construction Company's bid was \$ 308,145 (including three alternates). There is money left from the project's pre-design, usable by Central Library only, to cover the difference. Motion by Golonski, seconded by Hickey, to approve the bid for the Central Library skylight project. Motion carried.

#### **e. Other activity**

Lynn Stainbrook updated the Board on the progress of additional power outlets being installed at the East Branch; Southwest has a new electrical panel; and Curt is updating the Facilities Long Range Plan with the intent of presenting it at the September meeting.

### **ACCOUNTANT'S REPORT**

#### **a. Financial Report**

Reports were not available.

#### **b. Acceptance of Gifts, Grants and Donations**

Reports were not available.

### **2012 BUDGET**

Lynn Stainbrook reported that the budget presentation meeting with the County Executive is next week, Friday. She, Lori and Terry will attend.

### **REIMBURSEMENT FOR LIBRARY SERVICES**

Lynn Stainbrook presented additional data on this potential income stream. Residents of adjacent counties that don't have a county library system can be charged for use of the Brown County Library if they don't live in a jurisdiction with a library. To collect more information about the number of people to whom this may apply, demographic reports have been created from the library's database and run against the county's GIS system to determine specific locales in six adjacent counties. The feasibility of implementing a charge for library services will be evaluated. The data collected will be good information to have, regardless of the decision to charge or not.

### **CONCEALED CARRY LAW**

Information on this recently signed act was included in board packet. This law's provisions go into effect November 1. There has not been much discussion within the county or its municipalities about how to address this law and its implications. The Board didn't feel it was necessary to take action on this issue at this time but will continue to follow how things develop.

### **EMPLOYEE TRANSITION**

Lynn explained that under state statute library staff are employees of the Library rather than employees of the County. County Executive Streckenbach has indicated the importance of complying with the law. Transitioning staff to library employees is an opportunity to become more productive, effective and efficient as a library operation. The three library unions have to recertify between January and April, 2012, and this seems the likely time for the transition to library employees to occur. The Board would contract with the County to continue certain Administrative services (payroll, purchasing, Information Services, Human Resources, etc.).

A staff team is being formed to compile work rules and policies. A tentative timetable would bring the policy to Ed & Rec at their September meeting. They could then work out any necessary details prior to presentation to the County Board. An aggressive timeline has been drafted to complete the transition plan prior to January 1. It was asked what Fred Mohr's stance was on employee transition. Per Lynn Stainbrook, he has indicated he is okay with it and it is clearly the law. The County Executive recommends it as well.

There is agreement on behalf of the Board to continue to working toward transitioning staff to library employees.

### **APPOINT TWO LIBRARY BOARD MEMBERS TO DENMARK COMMITTEE**

As indicated in the master agreement between the school district of Denmark and Brown County regarding a combined school and public library, the Combined Library Advisory Committee (CLAC) shall exist to oversee the relationship between the Board and Denmark School District. Carla Buboltz and Kathy Pletcher agreed to serve on this committee which is also comprised of two District Board members, the Library Director and the School Principal.

### **NICOLET FEDERATED LIBRARY SYSTEM**

#### **a. Monthly update**

John reported that the Executive Committee and the Board each had meetings. NFLS' state funding was decreased by \$170,000 or about 10%. The personnel committee had proposed a 2% pay increase for all staff. After much debate, a 0% increase was decided upon with discussion about a merit system proposed for next year. John's term expires at the end of year so his replacement should be sought. Vicky is interested in attending a future meeting to discover more about the Board. The NFLS Board is supposed to have county board representation and she could fulfill that role.

### **PRESIDENT'S REPORT**

Terry welcomed both Don Carmichael and Vicky Van Vonderen to the Board and commented that the Board is fortunate to have the experience and insights of these two leaders.

### **DIRECTOR'S REPORT**

Lynn noted that the Table of Organization changes were emailed. Staff is working through details and hope for a formal TO change in September. The way finding library signs (funded by the Friends of the Library) were approved by the Green Bay City Council and almost all municipalities have approved their installations. The recognizable, international library signs will be helpful aids in locating the library throughout Brown County. The WILS assessment report of the Technical Services Department was well received by staff who is encouraged and ready to implement changes to processes. While reviewing the budget, Lynn realized that total FTEs decreased by .94 (nearly one position) due to repositioning of staff to make better use of their skills and time.

### **SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW**

None.

### **ADJOURNMENT**

**Motion** by Carmichael, seconded by Pletcher, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 8:15 p.m.

### **NEXT REGULAR MEETING**

September 15, 2011

**Weyers-Hilliard Branch Library  
2680 Riverview Drive, Green Bay  
6:00 p.m.**

Respectfully submitted,

Carla Buboltz, Library Board Secretary  
Sue Lagerman, Recording Secretary